

# RURAL UTILITIES SERVICE

*Distance Learning and Telemedicine Program  
Grant Application Guide—Toolkit  
Fiscal Year 2004  
Forms, Worksheets and Certifications*

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## *Application Resources & Tips*

- **APPLICATION GUIDE:** Please read and follow the *Distance Learning and Telemedicine Program Grant Application Guide—Fiscal Year 2004* as you fill out the forms, worksheets and certifications in this Toolkit.
- **AS YOU FILL OUT OR SIGN EACH OF THE TOOLKIT ITEMS,** place them under the tabs of your grant application as explained by Section V, “Putting It All Together,” of the Grant Application Guide.
- **REGULATIONS:** Keep in mind that the Program’s regulations govern the application process. Please refer to them, as they also govern the *Guide* and this Toolkit. The Program’s regulations are part of the Code of Federal Regulations, **7 CFR 1703, Subparts D, E, F and GS.** You can find a copy of the regulations at the Distance Learning and Telemedicine (DLT) Branch Web page listed below.
- **CATALOG OF FEDERAL DOMESTIC ASSISTANCE** (CFDA) Number: **10.855**
- **ONLINE RESOURCES**

<b>DLT Branch Web page</b>	<a href="http://www.usda.gov/rus/telecom/dlt/dlt.htm">http://www.usda.gov/rus/telecom/dlt/dlt.htm</a>
RUS Telecommunications General Field Representatives	<a href="http://www.usda.gov/rus/telecom/staff/gfr-by-state-list.htm">http://www.usda.gov/rus/telecom/staff/gfr-by-state-list.htm</a>
USDA Rural Development State Directors	<a href="http://www.rurdev.usda.gov/recd_map.html">http://www.rurdev.usda.gov/recd_map.html</a>
EZ/EC/Champion Community Resources	<a href="http://www.ezec.gov">www.ezec.gov</a> <a href="http://www.ezec.gov/Communit/ruralezec.html">http://www.ezec.gov/Communit/ruralezec.html</a> <a href="http://www.ezec.gov/Communit/champions.html">http://www.ezec.gov/Communit/champions.html</a>
ARC Resources	<a href="http://www.arc.gov">http://www.arc.gov</a> (list of counties under “Appalachian Region” heading; ARC State Program Managers and States in the Region under “About ARC” heading)
State Single Points of Contact (SPOC)— Intergovernmental Review	<a href="http://www.whitehouse.gov/omb/grants/spoc.html">http://www.whitehouse.gov/omb/grants/spoc.html</a>
Grants.gov Information	<a href="http://www.grants.gov">http://www.grants.gov</a>
Get a DUNs Number	<a href="http://www.grants.gov/RequestaDUNS">http://www.grants.gov/RequestaDUNS</a>

- **DLT BRANCH:** (202)720-0413  
dltinfo@usda.gov



## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>• "New" means a new assistance award.</li> <li>• "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>• "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> </li> </ul>	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

***Objective Scoring Worksheet***

<b>RURALITY</b>	Total number of points from Rural Calculation Table. (Page T5 of the Toolkit.)	_____ pts <b>(up to 45 pts.)</b>																									
<b>NATIONAL SCHOOL LUNCH PROGRAM (NSLP)</b>	<p>Average NSLP percentage from NSLP Calculation Table: _____%. (Page T6 of the Toolkit.)</p> <p><i>Assign the appropriate number of points based on the NSLP average for the project:</i></p> <table border="1"> <thead> <tr> <th align="left"><u>Average NSLP %</u></th> <th align="right"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>Less than 25%</td> <td align="right"><b>0 pts.</b></td> </tr> <tr> <td>Greater than or = 25%, but less than 50%</td> <td align="right"><b>15 pts.</b></td> </tr> <tr> <td>Greater than or = 50%, but less than 75%</td> <td align="right"><b>25 pts.</b></td> </tr> <tr> <td>Greater than or = 75%</td> <td align="right"><b>35 pts.</b></td> </tr> </tbody> </table>	<u>Average NSLP %</u>	<u>Points</u>	Less than 25%	<b>0 pts.</b>	Greater than or = 25%, but less than 50%	<b>15 pts.</b>	Greater than or = 50%, but less than 75%	<b>25 pts.</b>	Greater than or = 75%	<b>35 pts.</b>	_____ pts <b>(up to 35 pts.)</b>															
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<b>LEVERAGING</b>	<p>Place leveraging documentation indicating available matching funds that will be used for <u>approved purposes</u> of the project under <b>Tab R</b> of your application.</p> <p><i>Total RUS financial assistance: _____(1)</i></p> <p><i>Total <b>eligible</b> matching funds: _____(2)</i></p> <p><b>Percent Match</b> (Divide (2) by (1) and multiply by 100) _____%</p> <p><i>Award the appropriate number of points based on the matching percentage:</i></p> <table border="1"> <tbody> <tr> <td><b>0 pts.</b></td> <td><i>if</i></td> <td><math>\geq 15\%</math></td> <td><i>but</i></td> <td><math>\leq 30\%</math>;</td> </tr> <tr> <td><b>15 pts.</b></td> <td><i>if</i></td> <td><math>&gt; 30\%</math></td> <td><i>but</i></td> <td><math>\leq 50\%</math>;</td> </tr> <tr> <td><b>25 pts.</b></td> <td><i>if</i></td> <td><math>&gt; 50\%</math></td> <td><i>but</i></td> <td><math>\leq 75\%</math>;</td> </tr> <tr> <td><b>30 pts.</b></td> <td><i>if</i></td> <td><math>&gt; 75</math></td> <td><i>but</i></td> <td><math>\leq 100\%</math>;</td> </tr> <tr> <td><b>35 pts.</b></td> <td><i>if</i></td> <td><math>&gt; 100\%</math></td> <td></td> <td></td> </tr> </tbody> </table>	<b>0 pts.</b>	<i>if</i>	$\geq 15\%$	<i>but</i>	$\leq 30\%$ ;	<b>15 pts.</b>	<i>if</i>	$> 30\%$	<i>but</i>	$\leq 50\%$ ;	<b>25 pts.</b>	<i>if</i>	$> 50\%$	<i>but</i>	$\leq 75\%$ ;	<b>30 pts.</b>	<i>if</i>	$> 75$	<i>but</i>	$\leq 100\%$ ;	<b>35 pts.</b>	<i>if</i>	$> 100\%$			_____ pts <b>(up to 35 pts.)</b>
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<b>35 pts.</b>	<i>if</i>	$> 100\%$																									
<b>EZ/EC AND CHAMPION COMMUNITY PARTICIPATION</b>	Award <b>10 points</b> if at least 1 end-user site is in an <b>EZ/EC</b> . Award <b>5 points</b> if at least 1 end-user site is in a <b>Champion Community</b> . List locations and provide supporting evidence under <b>Tab R</b> of your application.	_____ pts <b>(up to 15 pts.)</b>																									

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### ***Rural Calculation Table***

Use the following guidelines to determine the rurality of each end-user site.

Rurality Description (Based on 2000 Census Data)	Points Awarded
<b>Exceptionally Rural Area</b> —Any area of the United States not included within the boundaries of any incorporated or unincorporated city, village, or borough having a <b>population in excess of 5,000 inhabitants.</b>	<b>45</b>
<b>Rural Area</b> —Any area of the United States included within the boundaries of any incorporated or unincorporated city, village, or borough having a <b>population over 5,000 and not in excess of 10,000 inhabitants.</b>	<b>30</b>
<b>Mid-Rural Area</b> —Any area of the United States included within the boundaries of any incorporated or unincorporated city, village, or borough having a <b>population over 10,000 and not in excess of 20,000 inhabitants.</b>	<b>15</b>
<b>Urban Area</b> —Any area of the United States included within the boundaries of any incorporated or unincorporated city, village, or borough having a <b>population in excess of 20,000 inhabitants.</b>	<b>0</b>

Assign points to each end-user site based the above guidelines listed above. If a hub also serves as an end-user site, the hub will be considered as an end-user site for the rurality criterion.

<u><b>End-User Site Location</b></u>	<u><b>Rurality</b></u> (Exceptionally Rural, Rural, Mid-Rural, or Urban)	<u><b>Points</b></u>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>Average score of all end-user sites (Total Points / # of end-user sites)</b>		

Note: This table is representative of the information required and does not restrict you to only 5 sites. For more than 5 sites, make a similar table that will contain all proposed sites.

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***National School Lunch Program Calculation Table***

**Use the following guidelines to determine the applicable average National School Lunch Program (NSLP) eligibility percentage for the proposed project.**

1. Public schools or non-profit private schools of high school grade or below should use the actual eligibility percentage for that particular school.
2. Schools and institutions of higher learning ineligible to participate in the NSLP, and non-school end-user sites (medical facilities, libraries, etc.), should use the eligibility percentage of all students in the school district where the end-user is located.

***Based on the above guidelines, provide the applicable percentage of students eligible for free or reduced-price lunch (may be different from the actual participation percentage) under the NSLP in the locations of the end-user sites comprising the project.***

End-User Site #	Specific Location (city, village, town, etc.)	County & State	NSLP Information		
			Total Number of Students, % of Those Students Eligible, Information Source*		
			#	%	Source
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>Average NSLP (Sum of eligible NSLP % for all end-user sites / # of end-user sites) = _____%</b>					

*\*Include the name of state or local organization administering the program as well as the name, title, and phone number of person providing the information.*

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***Equal Opportunity and Nondiscrimination Certification***

All grants made under 7 CFR 1703 are subject to the nondiscrimination provisions of Title VI of the Civil Rights Act of 1964, as amended, (7 CFR 15); Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 901 *et seq.*; 7 CFR 15b); and the Age Discrimination of 1975, as amended (42 U.S.C. 6101 *et seq.*; 45 CFR 90), and as amended by Executive Order 11375 Amending Executive Order 11246, Relating to Equal Employment Opportunity (3 CFR, 1966, 1970 Comp., p. 684).

As a prospective primary participant recipient of financial assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements of the above laws and executive orders to the effect that no person in the United States shall, "on the basis of race, color, national origin, handicap, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the RUS Distance Learning and Telemedicine Loan and Grant Programs."

The \_\_\_\_\_ (Grantee)  
hereby certifies that, as a prospective recipient under the said Distance Learning and Telemedicine Loan and Grant Program, it will comply with the above referenced laws, regulations and Executive Orders.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Type or Print Name*

\_\_\_\_\_  
*Title*

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***Certificate Regarding Architectural Barriers***

All facilities financed with RUS grants that are open to the public, or in which physically handicapped persons may be employed or reside, must be designed, constructed, and/or altered to be readily accessible to and usable by handicapped persons. Standards for these facilities must comply with the Architectural Barriers Act of 1968, as amended (42 U.S.C. 4151 *et seq.*), and with the Uniform Federal Accessibility Standards (UFAS), (Appendix A to 41 CFR subpart 101-19.6).

As a prospective primary participant recipient of financial assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements of the above referenced law to the effect that all facilities must be readily accessible to and usable by handicapped persons.

The \_\_\_\_\_ (Grantee) hereby certifies, that, as a prospective recipient under the Distance Learning and Telemedicine Grant and Loan Program, it is in compliance, or will be in compliance upon completion of the project, with the above referenced law.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Type or Print Name*

\_\_\_\_\_  
*Title*

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***Certificate Regarding Flood Hazard Area Precautions***

In accordance with 7 CFR 1788, if the project is in an area subject to flooding, flood insurance must be provided to the extent available and required under the National Flood Insurance Act of 1968, as amended by the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128). If applicable, the insurance must cover, in addition to the buildings, any machinery, equipment, fixtures, and furnishings contained in the buildings. RUS will comply with Executive Order 11988, Floodplain Management (3 CFR, 1977 Comp., p. 117), and 7 CFR 1794.41, of this chapter in considering the application for the project.

Please check the appropriate line below:

\_\_\_ a) The project is not located in a 100-year flood plain; therefore, no Flood Insurance is required.

\_\_\_ b) The project is located in a 100-year flood plain and the required insurance is or will be provided by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The \_\_\_\_\_ (Grantee) hereby certifies, that, as a prospective recipient under the Distance Learning and Telemedicine Loan and Grant Program, it is in compliance, or will be in compliance during construction and/or installation of equipment and upon completion of the project, with the above referenced law.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Type or Print Name*

\_\_\_\_\_  
*Title*

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***Uniform Relocation Assistance and Real Property Acquisition  
Policies Act of 1970 Certification***

The \_\_\_\_\_ (Grantee) assures that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) as amended, 42 U.S.C. 4601-4655, and with implementing Federal regulations in 49 CFR 24 and 7 CFR 21.

Specifically, the \_\_\_\_\_ (Grantee) assures that:

Whenever Federal financial assistance is used to pay for any part of the cost of a program or project which will result in the displacement of any person;

- (a) Fair and reasonable relocation payments and assistance shall be provided to or for displaced persons in accordance with sections 202, 203, and 204 of the Uniform Act,
- (b) Relocation assistance programs offering the services described in section 205 of the Uniform Act shall be provided to displaced persons, and
- (c) Within a reasonable period of time prior to displacement, comparable replacement dwellings will be available to displaced persons in accordance with section 205(c) (3) of the Uniform Act.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of President or Authorized Official of  
Ultimate Recipient*

## ***Certification Regarding Drug-Free Workplace Requirements for Grantees Other than Individuals***

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 *et seq.*), 7 CFR 3017.600.

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
  - (e) Notifying the Agency in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

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(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

**Place of Performance:**

---

*Street Address*

*City*

---

*County*

*State*

*Zip Code*

**Check if there are workplaces on file that are not identified here.**

---

*Organization Name*

---

*Name and Title of Authorized Representative*

---

*Signature*

---

*Date*

*Page 2 of 2*

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***Certification Regarding Debarment, Suspension, and Other  
Responsibility Matters—Primary Covered Transactions***

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR 3017.510.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

*Organization Name*

---

*Name and Title of Authorized Representative*

---

*Signature*

---

*Date*

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***Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements***

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (Copies of this form may be obtained from RUS.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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*Organization Name*

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*Name and Title of Authorized Representative*

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*Signature*

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*Date*

*(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)*

***Non-Duplication of Services Certificate***

As a prospective primary participant recipient of assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements that no facilities using financial assistance will duplicate adequate established telemedicine services and/or distance learning services.

The \_\_\_\_\_ (Grantee) hereby certifies that as a prospective recipient under the said Distance Learning and Telemedicine Loan and Grant Program, that it will not use RUS grant funds to duplicate any adequate established services as referenced above.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Type or Print Name*

\_\_\_\_\_  
*Title*

*(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)*

## *Environmental Impact Certification*

### **Environmental Project Summary:**

*(This description should encompass all construction in the project, no matter the source of funding. It should provide details of how the project will affect the environment (wetlands, farmlands, floodplain, cultural environment, endangered species, environmental quality, and historic preservation). If additional space is needed, continue on white bond paper and attach to this certification.)*

#### **CERTIFICATION**

**I hereby certify that the construction proposed in this application will not adversely impact the environment or historic preservation.**

\_\_\_\_\_  
**(Signature and Date)**

\_\_\_\_\_  
**(Print or Type Title)**

*(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)*

***Federal Obligations Certification on Delinquent Debt***

The following statement and certification will become a part of your application currently on file for a loan from the Rural Utilities Service.

**IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**      \_\_\_\_ YES      \_\_\_\_ NO

**Note: Examples of debts include, but are not limited to, delinquent taxes, guaranteed or direct government loans (more than 31 days past due) and other administrative debts.**

**If Yes, attach explanatory information.**

**FEDERAL COLLECTION POLICIES FOR COMMERCIAL DEBT**

The Federal Government is authorized by law to take any or all of the following actions in the event that a borrower's loan payments become delinquent or the borrower defaults on its loan: (1) Report the borrower's delinquent account to a credit bureau; (2) Assess additional interest and penalty charges for the period of time that payment is not made; (3) Assess charges to cover additional administrative costs incurred by the Government to service the borrower's account; (4) Offset amounts owed to the borrower under other Federal programs; (5) Refer the borrower's debt to the Internal Revenue Service for offset against any amount owed to the borrower as an income tax refund; (6) Refer the borrower's account to a private collection agency to collect the amount due; and (7) Refer the borrower's account to the Department of Justice for litigation in the courts.

All of these actions can and will be used to recover any debts owed when it is determined to be in the interest of the Government to do so.

**Certification**

**I have read and understand the actions the Federal Government can take in the event that I fail to meet my scheduled payments in accordance with the terms and conditions of my agreements.**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Company*

\_\_\_\_\_  
*Title*

*(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)*